

II. Scope of Work and Deliverables

ABOUT THIS SECTION

This section describes the contract scope of work, deliverables and due dates under the direction of the Commission Contract Manager (CCM). Each of the tasks below lists the minimum elements that a submitted proposal must contain to demonstrate that the Bidder is able to perform the task, and the deliverables that will be required in relation to that task.

Proposal Section 2, Technical Response must include a description of the Bidder's approach to the tasks below (see "Organize Your Proposal as Follows" part of Section IV, Proposal Format, Required Documents, and Delivery).

BACKGROUND

The complete program description is found in the Energy Commission's *California's State Energy Efficient Appliance Rebate Program Guidelines*, available at:

<http://www.energy.ca.gov/2009publications/CEC-400-2009-025/CEC-400-2009-025-CMF.PDF>

<http://www.energy.ca.gov/2009publications/CEC-400-2009-025/CEC-400-2009-025-CMD.PDF>. Bidders are expected to review the *Guidelines* before preparing their proposals.

SCOPE OF WORK AND DELIVERABLES

Task 1: Contract Management

Task 1.1: Kickoff Meeting

The Contractor shall:

- Attend a "kick-off" meeting with the CCM, Contracts Officer, the Accounting Office, and the State Controller's Office (SCO). The Contractor's Project Manager, Contract Administrator, and Accounting Officer shall attend this meeting. The administrative and technical aspects of this contract will be discussed.
- Summarize the topics discussed and meeting outcomes.

Deliverables:

- Kick-off meeting summary notes
- Work Plan (draft)

Task 1.2: Invoices

The Contractor shall:

- Prepare an invoice for all contract expenses performed. The official invoice must be submitted to the Energy Commission's Accounting Office.